Your roadmap to success

The following pages are provided to assist you with your career progression.

The career paths display possibilities and steps to take to enhance your upward progression.

Each vertical 'ladder' links to the Requirements page for the description of the job series. Just click on any of the job titles in a ladder to find out more about that series. From the Requirements page, you can link to the Education and Experience Qualifications page and the Recommended Training page by clicking on the links in the top right corner.

At any time, you can click the links in the top right corner to return to the ladders or your previous page.

For more on the series descriptions, go to http://www.opm.gov/fedclass

For more on series qualifications, go to http://www.opm.gov/qualifications

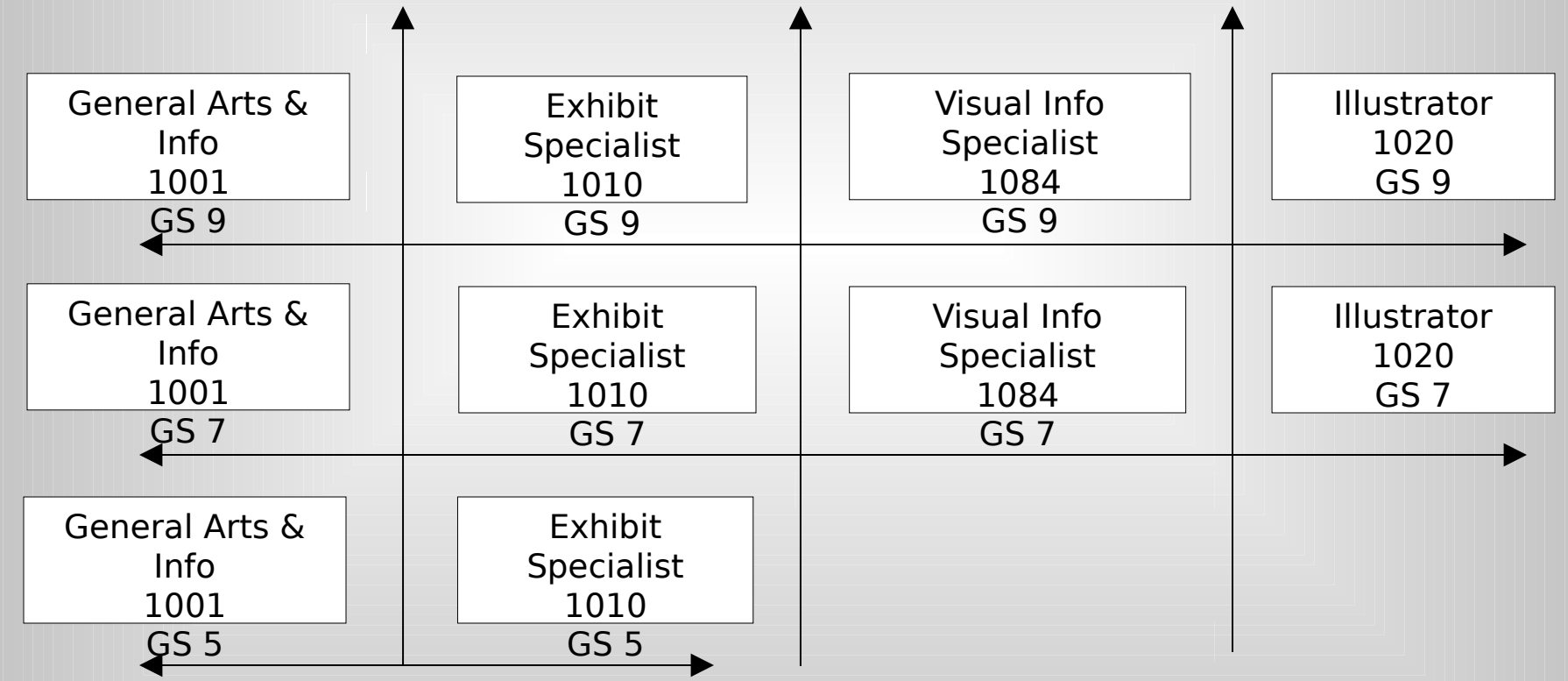
Civilian Community of Interest – Media and Public Relations

Visual Arts Career Paths

Click on a position that interests you to discover career possibilities, requirements, and qualifications.

*All information based on OPM Standards

GS 11-13

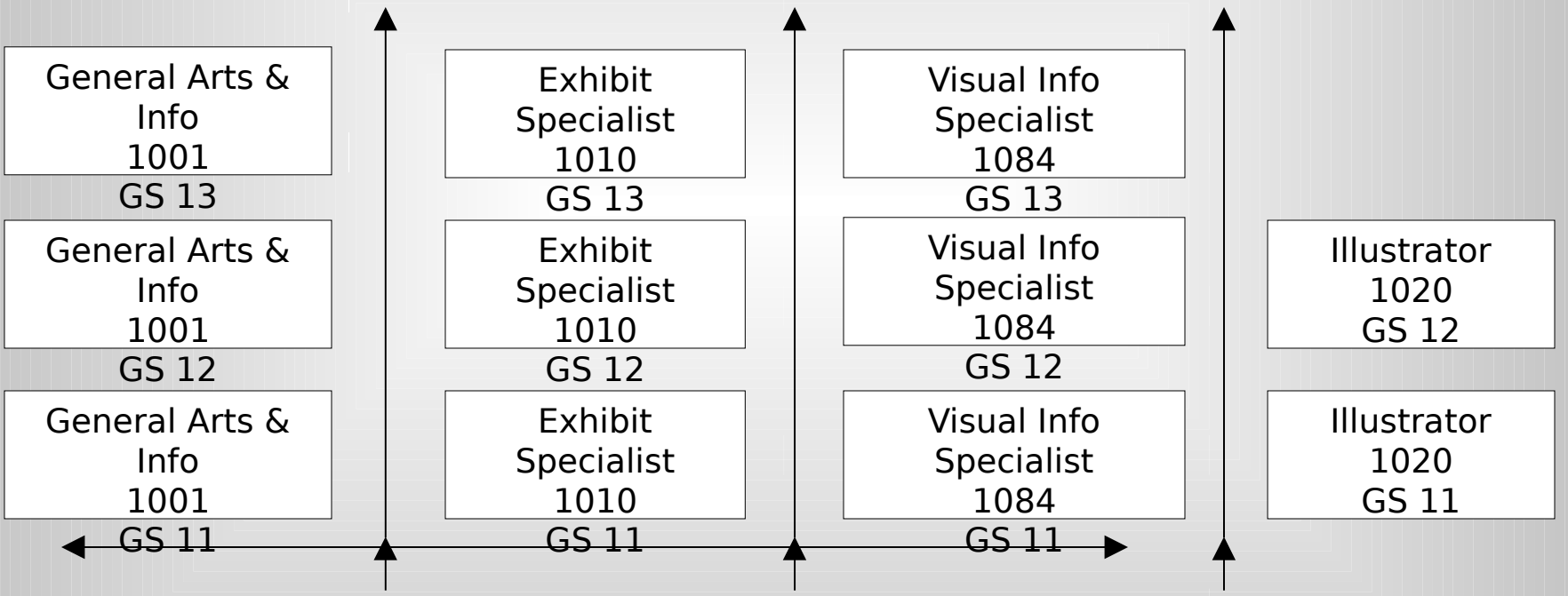

General Arts & Info 1001 GS 9
Exhibit Specialist 1010 GS 9
Visual Info Specialist 1084 GS 9
Illustrator 1020 GS 9
General Arts & Info 1001 GS 7
Exhibit Specialist 1010 GS 7
Visual Info Specialist 1084 GS 7
Illustrator 1020 GS 7
General Arts & Info 1001 GS 5
Exhibit Specialist 1010 GS 5

Civilian Community of Interest – Media and Public Relations

Click on a position that interests you to discover career possibilities, requirements, and qualifications.

*All information based on OPM Standards

GS 5-9


General Arts & Info 1001 GS 13
General Arts & Info 1001 GS 12
General Arts & Info 1001 GS 11
Exhibit Specialist 1010 GS 13
Exhibit Specialist 1010 GS 12
Exhibit Specialist 1010 GS 11
Visual Info Specialist 1084 GS 13
Visual Info Specialist 1084 GS 12
Visual Info Specialist 1084 GS 11
Illustrator 1020 GS 12
Illustrator 1020 GS 11

Civilian Community of Interest – Media and Public Relations

Visual Arts Career Paths

1084 Requirements

Previous
GS 7-10
GS 11-13
Qualifications
Recommended Training

Titles: *Supervisory Visual Information Specialist, Visual Information Specialist*

-Work involves communicating information through visual means and includes the design and display of such visual materials as photographs, illustrations, diagrams, graphs, objects, models, slides, and chart used in books, magazines, pamphlets, exhibits, live or video recorded speeches or lectures, and other means of communicating.
-Work requires the knowledge of and ability to apply the principles of visual design; knowledge of the technical characteristics associated with various methods of visual display; and the ability to present subject matter information in a visual form that will convey the intended message to, or have the desired effect on, the intended audience.

Each job/position may have specific Knowledge, Skills, and Abilities (KSAs) that are required for that position. Listed below are general KSAs at different grade levels to give you and idea of the requirements for a job in this series.

Skill Level I (Grade Level 5-9)
-Knowledge of a variety of methods and technologies and the materials used to design and produce visual/electronic products.
-Ability to depict as ideas or images that best meet the target audience's mission requirements.
-Knowledge of graphic design presentations, publications, and composition and exhibit construction techniques and processes sufficient to incorporate related considerations into the design, scheduling, cost estimating, and final production of the products.
-Ability to use computer graphic software/hardware systems.
-Knowledge of the principles of artistic design and display to produce visual material samples for customers or contractors.

Skill Level II (Grade Level 11-13)
In addition to Level I skills, positions at this level require:
-Knowledge of state of the art principles and techniques of graphic design, hardware and software systems.
-Ability to develop original designs, concepts, or visual styles for publications, exhibits, or presentation materials to produce the desired image or idea for the intended audience.

Civilian Community of Interest – Media and Public Relations

Visual Arts Career Paths

1084 Education and Experience Qualifications

Previous
GS 7-10
GS 11-13
Requirements
Recommended Training
Continued

GS-5: 4-yr course of study leading to a bachelor's degree OR general experience of 3 yrs, 1 yr of which was equivalent to at least GS-4.

GS-7: 1 yr of graduate level or superior academic achievement OR specialized experience of 1 yr equivalent to at least GS-5.

GS-9: Master's or 2 yrs leading to such a degree, if related OR specialized experience of 1 yr equivalent to at least GS-7.

GS-11: Ph.D. or equivalent doctoral degree or 3 full yrs leading to such a degree, if related OR specialized experience of 1 yr equivalent to at least GS-9.

GS-12 or 13: Specialized Experience of 1 yr equivalent to at least next lower grade.

Undergraduate and Graduate Education: Major study--commercial art, fine arts, art history, industrial design, architecture, drafting, interior design, photography, visual communication, or other fields related to the position. Some positions may also require subject-matter knowledge of medicine, science, or technical equipment. Advanced training in a vocational school, technical institute, or art institute above the high school level in one of the fields listed above is creditable as general experience on a month-for-month basis.

General Experience (for GS-5 positions): Experience that demonstrated the skills and creativity needed to use the tools or equipment associated with the work. Because talent and creative ability are vital to successful work performance, samples of work or other suitable evidence of technical competence may be required. Unpaid experience that is pertinent should be credited based upon its relevance to the work of the particular position to be filled. To be qualifying, the work must have involved visual communication of information or the application of the principles of artistic design.

Specialized Experience (for positions above GS-5): Experience in the actual type of work for which application is made. Unpaid experience is creditable, provided the work done was of a quality level and demonstrated the ability required for the position. This includes planning the preparation and use of photographs, illustrations, drawings, and other art work, charts, diagrams, dioramas, maps, slides, overlays, and other kinds of visual material for use in communicating information through visual means.

1084 Education and Experience Qualifications

Previous
GS 7-10
GS 11-13
Requirements
Recommended Training

Undergraduate Education: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements for many positions covered by this standard. Others have individual occupational requirements in Section III that specify that applicants must, in general, (1) have specific course work that meets the requirements for a major in a particular field(s), or (2) have at least 24 semester hours of course work in the field(s) identified. Course work in fields closely related to those specified may be accepted if it clearly provides applicants with the background of knowledge and skills necessary for successful job performance. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

Graduate Education: Education at the graduate level in an accredited college or university must demonstrate the knowledge, skills, and abilities necessary to do the work. For certain positions covered by this standard, the work may be recognized as sufficiently technical or specialized that graduate study alone may not provide the knowledge and skills needed to perform the work. In such cases, agencies may use selective factors to screen out applicants without actual work experience.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

Combining Education and Experience: Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for the grade levels specified in the table, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for positions at grades GS-9 and GS-11. (When crediting education that requires specific course work, prorate the number of hours of related courses required as a proportion of the total education to be used.)

Civilian Community of Interest – Media and Public Relations

Visual Arts Career Paths

1084 Recommended Training

Previous
GS 7-10
GS 11-13
Requirements
Qualifications

PRIMARY COURSES (HARD SKILLS)

COLLEGE COURSES

Media Materials and Processes
Intro to Graphic Arts
Digital Imaging with Photoshop 1
Layout/Design with Adobe Illustrator
Digital Imaging with Photoshop 2
Photography 1
Animation
Graphics for Reproduction
Intro to Computer Graphics
Intro to Desktop Publishing
Desktop Publishing with QuarkXPress
Intro to Digital Multimedia Design

COURSES

Electronic Design on the Web
Writing for the News Media
Intro to World Wide Web
Research and Presentations
Project Planning and Development
Publishing
Development
Problem Solving
Media Presentation and Display
Layout/Design with Adobe Illustrator Basic
Communication Skills
Communicating for Results
Interpersonal Communications
Building Better Work Relationships: New Techniques For Results-oriented Communication
Dynamic Listening Skills for Successful Oral Interpretation
Strategies for Developing Effective Presentation Skills
Effective Writing
Grammar and Usage Workshop
Principles and Practices

SUPPLEMENTAL COURSES (SOFT SKILLS)

Effective Writing for Professionals
Expansion of Vocabulary Knowledge
Gaining Confidence in Using English and Grammar I
Legal Writing
Writing for Government and Business
Writing Sentences and Paragraphs Effectively
Clarifying Words that Confuse
Report Writing
Intermediate Editing: Principles and Practices
Introduction to the Editing Process
Better Letters
Assertiveness Skills
Constructive Conflict Resolution
Effective Communication with Customers
E-Mail Etiquette and Efficiency
Listening and Memory Development
Creative Problem Solving
Customer Service Excellence
Leadership Skills for Non-Supervisors
Managing Multiple Priorities
Time Management: What Matters Most
Frontline Customer Service
Positive Approaches to Difficult People
Stress Management
Reading Comprehension
Fundamentals of Writing
Punctuate for Clarity
Put it in Writing
Spelling
Think Critically – Write Clearly
Expansion of Vocabulary Knowledge I
Idioms in Everyday Use
Clarifying Words that Confuse
Successful Meeting Planning
Projecting a Positive Professional

Civilian Community of Interest – Media and Public Relations

Visual Arts Career Paths

1020 Requirements

Previous
GS 7-10
GS 11-13
Qualifications
Recommended Training

Title:
-*Illustrator*

-Work involves laying out or executing illustrations in black and white or in color, and with retouch[illegible] photographs.
-Work requires artistic ability, the skill to draw freehand or with drawing instruments, and the ability to use art media such as pen-and-ink, and pencils, tempera, acrylics, oils, or computer-generated graphics.
-Knowledge of basic art principles such as color, line, form, and space is required to produce appropriately composed illustrations.

Each job/position may have specific Knowledge, Skills, and Abilities (KSAs) that are required for that position. Listed below are general KSAs at different grade levels to give you and idea of the requirements for a job in this series.

Skill Level I (Grade Level 5-9)
-Knowledge of a variety of methods and technologies and the materials used to produce layouts or illustration products.
-Ability to depict images that best meet the target audience's mission requirements.
-Skill in working with either a variety of art media, such as pen and ink, pencil, tempra, wash, oils, acrylics, airbrush, and computer generated graphics to depict a variety of general and technical subjects.
-Knowledge of a wide range of general subject matter to render illustrations as specified.

Skill Level II (Grade Level 11-12)
In addition to Level I skills, positions at this level require:
-Knowledge of state of the art principles and techniques for complex layouts or illustrations.
-Ability to create original designs, concepts, or visual styles for publications, exhibits or presentation materials to produce the desired image or idea for the intended audience.

Civilian Community of Interest – Media and Public Relations

Visual Arts Career Paths

1020 Education and Experience Qualifications

Previous
GS 7-10
GS 11-13
Requirements
Recommended Training

GS-5: 4-yr course of study leading to a bachelor's degree OR general experience of 3 yrs, 1 yr of which was equivalent to at least GS-4.

GS-7: 1 yr of graduate level or superior academic achievement OR specialized experience of 1 yr equivalent to at least GS-5.

GS-9: Master's or 2 yrs leading to such a degree, if related OR specialized experience of 1 yr equivalent to at least GS-7.

GS-11: Ph.D. or equivalent doctoral degree or 3 full yrs leading to such a degree, if related OR specialized experience of 1 yr equivalent to at least GS-9.

GS-12 or 13: Specialized experience of 1 yr equivalent to at least next lower grade.

Undergraduate and Graduate Education: Major study--commercial art, fine arts, art history, industrial design, architecture, drafting, interior design, photography, visual communication, or other fields related to the position. Some positions may also require subject-matter knowledge of medicine, science, or technical equipment. Advanced training in a vocational school, technical institute, or art institute above the high school level in one of the fields listed above is creditable as general experience on a month-for-month basis.

General Experience (for GS-5 positions): Experience that demonstrated the skills and creativity needed to use the tools or equipment associated with the work. Because talent and creative ability are vital to successful work performance, samples of work or other suitable evidence of technical competence may be required. Unpaid experience that is pertinent should be credited based upon its relevance to the work of the particular position to be filled. To be qualifying, the work must have involved visual communication of information or the application of the principles of artistic design.

Specialized Experience (for positions above GS-5): Experience in the actual type of work for which application is made. Unpaid experience is creditable, provided the work done was of a quality level and demonstrated the ability required for the position. This includes planning the preparation and use of photographs, illustrations, drawings, and other art work, charts, diagrams, dioramas, maps, slides, overlays, and other kinds of visual material for use in communicating information through visual means.

Civilian Community of Interest – Media and Public Relations

Visual Arts Career Paths

1020 Recommended Training

PRIMARY COURSES (HARD SKILLS)

COLLEGE COURSES

Media Materials and Processes
Intro to Graphic Arts
Digital Imaging with Photoshop 1
Layout/Design with Adobe Illustrator
Digital Imaging with Photoshop 2
Intro to Computer Graphics
Intro to Digital Multimedia Design
Electronic Design on the Web
Intro to World Wide Web Publishing
Elements of Graphic Design and Illustration
Three Dimensional of Graphics
Elements of Photography

PRIMARY COURSES (HARD SKILLS)

COURSES

Dynamic Listening Skills for Successful Communication
Strategies for Developing Effective Presentation Skills
Drawing

SUPPLEMENTAL COURSES (SOFT SKILLS) Assertiveness Skills
Constructive Conflict Resolution
Effective Communication with Customers
E-Mail Etiquette and Efficiency
Listening and Memory Development
Creative Problem Solving
Customer Service Excellence
Leadership Skills for Non-Supervisors
Managing Multiple Priorities
Frontline Customer Service
Beat Burnout: Renew Your Enthusiasm
Positive Approaches to Difficult People
Stress Management
Reading Comprehension
Essentials of English
Fundamentals of Writing
Plain Language
Punctuate for Clarity
Put it in Writing
Spelling
Think Critically – Write Clearly
Expansion of Vocabulary Knowledge I
Idioms in Everyday Use
Clarifying Words that Confuse
Successful Meeting Planning
Projecting a Positive Professional Image
Managing and Working with Difficult People
Cross-Functional Communications: Strategies for Workplace Effectiveness
Negotiating to Win
Effective Presentation Skills for Technical Professionals
How to Sharpen Your Business Writing Skills
Mastering Information Overload: Speed Reading and Memory Skills
Managing Time in the Electronic Workplace: Surviving & Thriving in the Information Age
Juggling Competing Priorities in Today's New Workplace

Civilian Community of Interest – Media and Public Relations

Visual Arts Career Paths

1010 Requirements

***Titles*:**
-Exhibits Specialist
-Supervisory Exhibits Specialist

-Work involves planning, constructing, installing, and operating exhibits, the preparation of galle[illegible]pace for exhibits, the preservation of historic buildings, or the restoration or preparation of items to be [illegible]hibited.
-Requires a combination of artistic abilities, technical knowledge and skills, and ability to understand the subject matter concepts which assigned exhibits projects are intended to convey.

Each job/position may have specific Knowledge, Skills, and Abilities (KSAs) that are required for that position. Listed below are general KSAs at different grade levels to give you and idea of the requirements for a job in this series.

Skill Level I (Grade Level 5-9)
-Knowledge of a variety of methods and technologies and the materials used to produce exhibits.
-Knowledge of a wide range of general subject matter to create exhibits as specified.

Skill Level II (Grade Level 10-13)
In addition to Level I skills, positions at this level require:
-Knowledge of state of the art principles and techniques for complex exhibits.
-Ability to create original designs, concepts, or visual styles for exhibits to produce the desired image or idea for the intended audience.

Civilian Community of Interest – Media and Public Relations

Visual Arts Career Paths

1010 Education and Experience Qualifications

GS-5: 4-yr course of study leading to a bachelor's degree OR general experience of 3 yrs, 1 yr of which was equivalent to at least GS-4.

GS-7: 1 yr of graduate level or superior academic achievement OR specialized experience of 1 yr equivalent to at least GS-5.

GS-9: Master's or 2 yrs leading to such a degree, if related OR specialized experience of 1 yr equivalent to at least GS-7.

GS-11: Ph.D. or equivalent doctoral degree or 3 full yrs leading to such a degree, if related OR specialized experience of 1 yr equivalent to at least GS-9.

GS-12 or 13: Specialized Experience of 1 yr equivalent to at least next lower grade.

Undergraduate and Graduate Education: Major study--illustrative design, commercial art, fine arts, industrial design, architecture, drafting, interior design, appropriate history or scientific subjects, visual communication, or other fields related to the position. Some positions may also require subject-matter knowledge of medicine, science, or technical equipment. Advanced training in a vocational school, technical institute, or art institute above the high school level in one of the fields listed above is creditable as general experience on a month-for-month basis.

General Experience (for GS-5 positions): Experience that demonstrated the skills and creativity needed to use the tools or equipment associated with the work. Because talent and creative ability are vital to successful work performance, samples of work or other suitable evidence of technical competence may be required. Unpaid experience that is pertinent should be credited based upon its relevance to the work of the particular position to be filled. Examples of qualifying general experience include: illustrating, painting, or drawing that required artistic ability and demonstrated the ability to draw, ink, letter, color, or shade illustrations, charts, maps, diagrams, or posters.

Specialized Experience (for positions above GS-5): Experience in the actual type of work for which application is made. Unpaid experience is creditable, provided the work done was of a quality level and demonstrated the ability required for the position. This includes preparation of graphic presentations of objects, facts, or ideas requiring the use of art media and artistic ability. Appropriate experience may have been gained working as a commercial artist or illustrator in the fields of public information, advertising, or publishing; or by working with technical or scientific equipment, or entomological, biological, medical, or

Previous
GS 7-10
GS 11-13
Requirements
Recommended Training

Civilian Community of Interest – Media and Public Relations

Visual Arts Career Paths

1010 Recommended Training

PRIMARY COURSES (HARD SKILLS)

COLLEGE COURSES

Media Materials and Processes
Intro to Audio and Presentation Media
Intro to Graphic Arts
Basic Video Production
Intermediate Video Production
Digital Imaging with Photoshop 1
Layout/Design with Adobe Illustrator
Digital Imaging with Photoshop 2
Photography 1
Photography 2
Graphics for Reproduction
Intro to Computer Graphics
Intro to Desktop Publishing
Intro to Digital Multimedia Design

COURSES

Basic Communication Skills
Communicating for Results
Intercultural Communication
Interpersonal Skills
Interpersonal Communications
Building Better Work Relationships: New Techniques For Results-oriented Communication
Dynamic Listening Skills for Successful Communication
Strategies for Developing Effective Presentation Skills
Effective Writing
Grammar and Usage Workshop
Proofreading
Introduction to the Editing Process
Intermediate Editing: Principles and Practices
Editing for Impact

SUPPLEMENTAL COURSES (SOFT SKILLS)

Assertiveness Skills
Constructive Conflict Resolution
Effective Communication with Customers
Listening and Memory Development
Creative Problem Solving
Customer Service Excellence
Leadership Skills for Non-Supervisors
Managing Multiple Priorities
Time Management: What Matters Most
Frontline Customer Service
Beat Burnout: Renew Your Enthusiasm
Positive Approaches to Difficult People
Stress Management
Reading Comprehension
Essentials of English
Fundamentals of Writing
Plain Language
Punctuate for Clarity
Put it in Writing
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Projecting a Positive Professional Image
Managing and Working with Difficult People
Cross-Functional Communications: Strategies for Workplace Effectiveness
Negotiating to Win
Effective Presentation Skills for Technical Professionals
How to Sharpen Your Business Writing Skills
Managing Time in the Electronic Workplace: Surviving & Thriving in the Information Age
Juggling Competing Priorities in Today's New Workplace